

# MEET CHARLEY SAWYER

Business and Administration Apprentice  
Mantrose UK

Charley Sawyer has just completed her Level 2 Business and Administration Apprenticeship with local company Mantrose UK, based in Great Shefford. Mantrose develops edible coatings and speciality products for the pharmaceutical, confectionary, agricultural, food and industrial industries.

As she embarks on Level 3 of her apprenticeship, we asked Charley a few questions about why she wanted to become an apprentice and what it means for her future prospects.

## Why did you want to become an apprentice?

I didn't want to go to university, but I still wanted to continue my education. The apprenticeship scheme stood out for me because I not only gain a qualification, I also get invaluable work experience.

## What do you enjoy most about being an apprentice?

I enjoy applying what I learn to my every day activities within the workplace. I also enjoy being able to work at my own pace and this has allowed me to finish my Level 2 early and move on to Level 3.

## Why did you choose this particular career path?

I liked the fact it was very broad. I am most interested in the legal and leadership side of business.



## What have been the highlights for you so far?

I've gained so much confidence in my abilities both from a professional and personal point of view.

## What do you hope to do once you complete your apprenticeship?

I'm not sure yet! Hopefully the apprenticeship will give me an insight into the different areas of business and admin, as well as giving me the skills to progress.

For now, my plan is to gain as much experience as I possibly can.

## Would you recommend this route to other students?

If you don't want to go to university, then apprenticeships are great. They allow you to gain both qualifications and work experience – you get a pay cheque instead of getting into debt! And in most cases you are also offered a permanent position in the company once you've finished.

(continued...)

  
Newbury College



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# MEET CHARLEY SAWYER (CONTINUED)

I've been employed for just under two years now, and I'm already completing complicated shipments of goods across the world – something I thought I'd not be able to do at the beginning of my employment. My confidence, both in and out of the workplace, has increased tenfold, as have my communication skills.

## Anything else you'd like to add?

My assessor is amazing! She has helped me not only with my coursework but also with questions I have about work and taxes etc.



## EMPLOYERS VIEW

Simon Matthews, Managing Director, Mantrose UK Ltd, adds his view on Charley's success and the apprenticeship scheme.

"Charley joined Mantrose UK through the apprenticeship scheme in Sept 2014 taking on a role in our administration team, where she lends support to our sales, accounts and logistics operations. The company had no previous experience of working with the apprenticeship scheme but through the help of Newbury College we were able to find in Charley an outstanding candidate who very quickly made a valuable contribution to the company's growth. Charley, with the support of her college assessor and through mentoring of her colleagues, worked successfully on her NVQ qualifications in Business Administration."

We were delighted, but perhaps not surprised, to learn that Charley became the first ever apprentice to complete the 2015 Business Administration Standard. During her apprenticeship Charley demonstrated a thirst for learning and grew in her capabilities, confidence and business skills.

Such was the success of the scheme that without hesitation we were able to offer her full-time employment on the completion of her apprenticeship. We were delighted that she accepted and joined our company full time. Meanwhile, we encouraged her to continue her involvement with Newbury College through additional study and are delighted to report that Charley is well on her way to completing her Level 3 NVQ in Business Administration."



**Mantrose UK Ltd.**



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